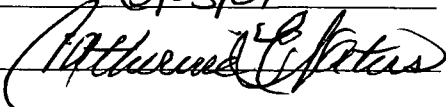
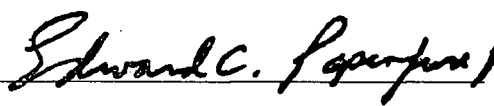


CITY OF TAKOMA PARK RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. M-189
		Page 1 of 1
PUBLIC WORKS		Division: MECHANIC SHOP
Item No.	Description	Retention
1.	Vehicle Files Includes repair tickets for all repairs done on vehicle since the purchase date.	Retain until vehicle is out of service, then destroy.
2.	Accident Files Includes accident report and estimates for repairs.	Retain until vehicle is out of service, then destroy.
3.	Drivers Hand Books Hand books include drivers check list.	Retain until vehicle is out of service, then destroy.
4.	Subject & Project Files Correspondence and materials related to individual subjects and/or projects.	Screen annually and destroy the material that is no longer needed for current business.

Approved by Department, Agency, or Division Representative: Date <u>8/23/04</u> Signature <u></u> Print Name <u>Catherine E. Waters</u> Title <u>City Clerk / Treasurer</u>	Schedule Authorized by State Archivist. Date <u>OCT 19 2004</u> Signature <u></u>
--	---